## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C865

Page 1 of

Agency

Washington County

Division/Unit

Economic and Community Dev.

	Description	Retention
1	Reading files: correspondence sent and received, press releases	Retain for three (3) years, then destroy
2	Packet information for prospects and the public: information placed in packets for business prospects relocating to Washington and the public; business license information; labor market analysis; census data; correspondence; brochures; location maps	Retain until updated or superseded, then destroy
3	Utilities: water/sewer rates, natural gas rates, telephone service, brochures, newspaper articles, drawings, correspondence, electric rates	Retain until updated or superseded, then destroy
4	Land available in Washington County -contains but not limited to: listings of available sites, office sites, real estate transactions, hand written notes, listing of Enterprise zones, sites descriptions, correspondence, brochures	Retain until updated or superseded, then destroy
5	Wage information: wage studies from DEED (state), surveys, various studies	Retain until updated or superseded, then destroy
6	Various MD state DEED and DHCD programs -contains but not limited to: annual reports, newsletters, correspondence, booklets, brochures, database system overviews, population reports	Retain until updated or superseded, then destroy
7	Business and industry directories and data summaries: directories, brochures, correspondence, newsletters, surveys	Retain until updated or superseded, then destroy

11	1 , 8 ,	
Date	July 16, 1999	
Signature	Jail Bither	
Type Name	Joni:L. Bittner	
Title	County Clerk	
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**Schedule Authorized by State Archivist** 

Date

Jul 2 0 1999

Signature

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## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

## RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

Schedule No.	C86	Z
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Item No	Description	Retention
8	Financing - grants - various funding programs -contains but not limited to: available fund sources - associations, enterprise, revenue bonds, banks; employee stock ownership plan, newspaper articles, MACO, small business administration; file contains correspondence, newspaper articles, brochures, applications	Retain for five (5) years after close of grant and until all audit requirements have been fulfilled, then destroy.
9	Industrial building files: industrial buildings available in Washington Co., real estate description of buildings, description of floor plans, brochures, correspondence, available property form, plats, newspaper ads, photos, building specifications, building assessment	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin,
9a	Prospect files: list of buildings available for development in Washington County, correspondence, available buildings lists, labor summary request, correspondence to business interested in locating to Washington Co, visit itinerary, plats, newspaper articles, wage rates, job titles	development and accomplishments of the department. Transfer periodically to the Maryland Archives.
10	General file listing competition with Washington Co. for development -contains but not limited to: correspondence, newspaper articles, brochures from other states, counties, regulations	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that
10a	Tri county council: financial reports, correspondence, executive committee meeting agenda, press releases, project package summary, schedule of site visits, project descriptions, project proposals, status reports, schedule of federal financial assistance, RFL grants	serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
10b	Local business -consists of but not limited to: brochures, correspondence, newsletters, newspaper articles, business retention reports, handwritten notes, maps, revenue bonds for local business, financial statements, tax returns, resolutions, plats	(Items 10, 10a, 10b use the retention as shown in Item 10)

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

Schedule No. 4865

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**of** 3

(CONTINUATION SHEET)		
Item No	Description	Retention
11	ECD Commissions minutes – Minutes of meeting of the ECD Commission	Permanent, transfer periodically to the MD State Archives.
11a	ECD Commission Minutes - tapes	Retain for five (5) years, then destroy
		·

(NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED PECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLANO 20794	AGENCY RECORDS INVENTORY
Schedule 1999 300-17		· Page OI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECONOMIC P
		Comm. Development
DEFINITION - Records Series - A group of related recor	ids normally filed and used as a unit for reference as	well as retention and disposition purposes.
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13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
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17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and control any hardware/software)	18. RECOMMENDED RETENTION RETAIL	Wfor 3 Years,
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT ECONOMIC &
		COMM. Developous, 57
DEFINITION - Records Series - A group of related records	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PACKET /N	formation for	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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c: Yes D No	O None O State O F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION RETHIN	until updated
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7775 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ÉCORONISE + COMM. Developues
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WHILITIES		5. EARLIEST YEAR / LATETEST YEAR  1973 TO CUTYENT
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7. RECORD SERIES FORMAT(S)  © Cetter Size	8. RECORD SERIES SEQUENCE  Discrete Alphabetical  Discrete Chronological  Discrete Company Com	9. VOLUME  File Drawer(s)  Microfilm Reel (s)  Computer Face (s'  Cither (Specify)  Number  File Drawer (s)  Microfilm Reel (s)  Computer Tape(s)  Other (Specify)  Number
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and contribe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY:
	7??5 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECONOMIC &
		Comm. Developmen
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE LANDS AVAILABLE TO A CO	LABRIN P	5. EARLIEST YEAR / LATETEST YEAR  1970-TO OUNTERST
6. RECORD SERIES DESCRIPTION Varietly describe the types of	information/documents/forms found in the Series Include	the ourpose or function of the Series?
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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT ECONOMIC 4 COMM. Perelana
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WAGE 11946	rmation	5. EARLIEST YEAR / LATETEST YEAR  1900 CUTTEDY
6. RECORD SERIES DESCRIPTION (Briefly describe the types of WATE STUDIES & VARIOUS STUDIES	Fom DEED (SH	
ed Her Tro	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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MSIRUCIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOG ROAD PO. BOX 275 - JESSUP MARYLAND 20794	AGENCY RECORDS INVENTORY, Fig.
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ÉCONOMIC + COMM. Develance
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Spiries)
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17. IS AN INDEX SYSTEM USED? (If yes, exciain onelly and control any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

(MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTORY.
	PO BOX 275 - JESSUP MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECORONIE D
		COMM Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE BUSINESS &	- INSUSTRY	5. EARLIEST YEAR / LATETEST YEAR
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17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY-
Schedute (das 330-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECONOMIC N
		COMM. Development
DEFINITION - Records Series - A group of related reco	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE FINANCIA	99-TARANTS-	5. EARLIEST YEAR / LATETEST YEAR
VARIOUS FUND	Wy Hograms.	"Top "Caller"
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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Newspaper Autic	les : Brochures;	Applications:
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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O Legal Size O Computer Tace	C Numerical	13 Other (Specify)
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15. ACCESS RESTRICTIONS (II yes cile law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and denoted any hardware/software)	18. RECOMMENDED RETENTION RETAIK	For 5 Years Affer
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION CONSTITUTE DOS 550.11	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORYS
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECOMONICO
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE /WWW.STRIPL	Building Files	5. EARLIEST YEAR / LATETEST YEAR  1980 CUNTERS
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS FILES OF IN WASHINGTON CONTESPONDENCE PLATS, NEWSPAPERS, B	Pen Estate de Tron of Floor Pr - AVAILAble Prop er Ads; PHOTOS	dings AVAILAGE SCRIPTION OF  DEST Brachwess
7. RECORD SERIES FORMATIS)	B. RECORD SERIES SEQUENCE	9. VOLUME
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (II yes. cile law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes D No	□ None □ State □ F	Federal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain priefly and	18. RECOMMENDED RETENTION	el Ditar.
: 'es	USE GENERAL.	File KERNION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCIEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY;
Science (103 33-1)	7275 WATERLOO ROAD PO BOX 275 JESSUP MARYUAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECONOMIC +
		Comm. Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Prospect F	Tles	5. EARLIEST YEAR / LATETEST YEAR  1971 TO CUMPENST
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Seriest
		or Development
	DE CONTAINS; C	/ (
AVAILAble Buildi	109 LISTS-LAGOR-	SUMMARY REGREST;
Correspondence:	To BUSINESS 1	vterested in
LOCATING IN WAS	shing Tow Co Vi	SIT TINETARY;
PLAS-NEWSPAPE	er Anticles, Wage	e Rates rubtates
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Legal Size □ Computer Tace	□ Numerical	Computer (ace 15)
Bound Book	☐ Chronolog:cal	Number CU, FI
O Audo Tape Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  © File Drawer (5)
Offer (Specify)	Other (Specify)	O Microfilm Ree! (s) O Computer Tabe(s)
		Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
O Darly O Weekly O Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
BASING 13) 1 1001	□ Yes □ No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)		
U: Yes D No	□ None □ State □ Federal □ Independent	
17. IS AH INDEX SYSTEM USED? (If yes, explain priefly and control any hardware/software)	18. RECOMMENDED RETENTION	
:7 'es		<u> </u>
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEOULE (DGS 550-1)	7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	· Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT ECONOMIE & COMM Develorment
· · · · · · · · · · · · · · · · · · ·		COMM DEVELOPMENT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
Competition with	File LISTING	5. EARLIEST YEAR / LATETEST YEAR  SUBB TO CHILLEST
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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Newspaper ALTIC	Jes: Brochure	s from other
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The Committee of the Co	PERMITE, BENEFIC STORY OF THE CONTROL OF THE CONTRO	
7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size O Microfilm	Alphabetical	© File Orawer(s)  © Microfilm Reel (s)  © Computer Face (s)
O Legal Size O Computer Tace	S Numerical	O Other (Specify)
Bound Book - Floppy Oisk	Chronological	Number OV- FT
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D Other (Specify)	Olher (Specity)	Microfilm Reel (s)     Computer Tape(s)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. ÇURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (II yes, specify agency or office)  U Yes UNO	
ALMIN BILLY.		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C: Yes O No	O None O State O Federal O Independent	
17. IS All INDEX SYSTEM USED? (If yes, explain chefly and committee any hardware/software)	18. RECOMMENDED RETENTION USE GRENERAL FILE REPUTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTORY Page OI
	PO. BOX 275 - JESSUP, MARYLAND 20794	
1. DEPARTMENTIAGENCY	2. DIVISION	1. UNIT ECONOMIC +
1/ASDINGTON Co.	an New York the State	Comm. Darelogues
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	(DVB+)	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		
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committee mee	Hiny Agenda;	Press Kelensos-
	SUMMARY. 50	
VISITS; Provect	Descriptions;	Project
YropasALS; STA	Tus Reports;	schedule of
FEDERAL FINANCIA	AL ASSISTANCE	KFL GIANS
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
exter Size   O Microfilm	20 Alphabelicai	O Microfilm Reel (5)
O Legal Size O Computer Tace	5 Numerical	Computer face (s: Book )
© Esund Book © Floppy Disk	☐ Chronological	Number Out
ට Audio Tape ට Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  O File Drawer (5)
Other (Specify)	Clher (Specify)	Microfilm Ree! (s)     Computer Tape(s)
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		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
Admin Bldg-15TFloor	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C: Yes	U None State D Federal D Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and contribe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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STAFF Activity, Minutes, Work Plan

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
7775 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
2. DIVISION	3. UNIT ECOMONIC F	
	COMM. Developement	
ds normally filed and used as a unit for reference as	well as retendon and disposition purposes.	
inass	5. EARLIEST YEAR / LATETEST YEAR  1984 TO GWIGOT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)  CONSLISTS OF BUT NOT LIMITESTO-Brachures,  CONTROS PORCHEROS PRINCIPLES REVENUE BONDS FOR LAND  WITTEN NOTES, MAPPS, REVENUE BONDS FOR LAND  BUSINESS, FINANCIAL STATE MENUTS, WAX FERENCES,  RESOLUTIONS, PLATS.		
R RECORD SERIES SEQUENCE	9. VOLUME	
	D File Drawer(s)  O Microfilm Reel (s)	
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	10. ANNUAL ACCUMULATION	
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a Yes	No	
16. AUDIT REQUIREMENTS		
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18. RECOMMENDED RETENTION		
20. TELEPHONE NUMBER	21. DATE	
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HSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY: "
1. DEPARTMENT/AGENCY	2. DIVISION	Comm. Develone ST
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	77.007
4. RECORD SERIES TITLE EDC COMP	MISSIDIUS	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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	of Full Mary Command and All Command C	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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☐ Bound Book ☐ Floppy Disk	Chronological	Number
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Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Ree! (s)
G GILLS (GPCGI)	Tool	Computer Tabe(s)     Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
BASEMENT	□ Yes □ No	
15. ACCESS RESTRICTIONS (If yes cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain briefly and , which any hardware/software)	18. RECOMMENDED RETENTION PERMANENT, TRANSFER PERSONNENDED RETENTION PERMANENT, TRANSFER PERSONNENDED RETENTION PERMANENT, TRANSFER	
:7 'es O 110	Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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